



## CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

<b>CLASS:</b>	Treasury Program Manager I
<b>TENURE:</b>	Permanent
<b>TIME BASE:</b>	Full-Time
<b>SALARY:</b>	\$4746 - \$5726

Under the general direction of the Manager of the Debt Issuance Section, the incumbent serves as the technical specialist and team leader for the sale of General Obligation (GO) and lease revenue bonds such for the Department of Veterans Affairs.

### **DESCRIPTION OF ESSENTIAL FUNCTIONS:**

- Researches industry standards and liaisons with high level industrial professionals including municipal bond traders, bankers, and bond counsels to insure that STO policies and practices related to the sale of the bonds meet or exceed industry standards.
- Formulates policy recommendations for consideration by top management in responding to changes in the industry.
- Reviews financing proposals and evaluates credit enhancements.
- Maintains contact with market professionals and canvasses the market prior to each bond sale to determine market levels and conditions that could impact the pricing of the bonds.
- Provides recommendations regarding bond-pricing levels to top management.
- Performs difficult analyses of the structure and the most complex legal and financial documents related to the bonds; determines that the legal, tax and financial provisions of the sale meet the STO's policies and serve the best interests of the State.
- Negotiates and consults with bond counsel, underwriter's counsel, underwriters, financial advisors, other State agencies, and other related parties to add, change or delete provisions to the bond sale; determines when a unique or disputed provisions or term of the bond deal is of significant magnitude to bring before upper management of the STO; makes recommendations to top management regarding the resolution of the problem.
- Oversees reserve fund calculations and recommends reserve fund structures. Researches industry guidelines and works with bond counsel's financial advisors, underwriters, and other State agencies to develop policy recommendations for top management in implementing alternative lease structures such as operating leases.
- Develops and coordinates the schedule for the bond sales with STO management, legal counsels, the underwriters, and other State agencies; monitors and follow up to insure the schedule is adhered to; consults with high level officials of other State agencies to communicate issues to be addressed by and information needed from those agencies to complete the bond sale; explains complex technical aspects of the bond sale and the policies of the STO, and makes recommendations to upper management of other State agencies regarding the technical aspects of the sale.
- Analyzes legislation related to GO and lease revenue bond programs; makes policy recommendations and consults with high level staff in the legislature and other State agencies. Responds to the more complex or sensitive inquiries from bondholders, brokers and the general public.
- Assigns less difficult or sensitive tasks related to the sale of the bonds to junior staff, and reviews their work for timeliness and accuracy.

### **DESIRABLE QUALIFICATIONS:**

- Strong financial, technical and analytical skills.
- Demonstrated ability to write and verbally communicate well.
- Ability to make presentations to management and others.
- Ability to accept multiple assignments and meet critical deadlines.
- Ability to quickly acquire technical knowledge.
- Computer skills, (Microsoft Word, Excel, Access or similar IBM compatible applications.)

**CONDITIONS OF EMPLOYMENT:**

Fingerprinting and background check are required.

**WHO SHOULD APPLY:**

Individuals who possess the qualifications listed above and are interested in a lateral transfer (i.e. Staff Services Manager I) or have list eligibility for Treasury Program Manager I may apply. ONLY THE MOST QUALIFIED APPLICANTS WILL BE CONSIDERED.

This position is subject to the SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in State Treasurer's Authorities and Commissions are encouraged to apply if interested in position.

**PLEASE STATE THE SOURCE OF YOUR ELIGIBILITY (i.e., SROA or surplus employee.) Also, list the number "510-4221-009" next to the classification on your application/resume, (i.e., TPM I 510-4221-009.)**

**FINAL FILING DATE:**

Open until filled.

**SUBMIT APPLICATIONS TO:**

Judy Hansen  
Personnel Office  
State Treasurer's Office  
915 Capitol Mall, Room 538  
Sacramento, CA 95814

**IF YOU HAVE ANY QUESTIONS, PLEASE CALL:**

PUBLIC (916) 653-3100  
CALNET (916) 453-3100

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PFD/510-009/kd  
09/01/06